

## Aoyama, Joyce

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**From:** Aoyama, Joyce  
**Sent:** Tuesday, December 10, 2013 6:01 PM  
**To:** Livingstone, Gail  
**Subject:** RE: Query: What to use to label CD/DVD disks?

<http://www.archives.gov/records-mgmt/initiatives/temp-opmedia-faq.html>

Thank you,

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**From:** Livingstone, Gail  
**Sent:** Tuesday, December 10, 2013 5:47 PM  
**To:** Aoyama, Joyce  
**Cc:** Kahlo, Meaghan  
**Subject:** Query: What to use to label CD/DVD disks?

Joyce-

Here's a query I would need an answer for this week or next, please and thank you.

**I'm wondering what I can/ should use to label CD disks that I receive from OWW staff for Permanent Records (Record Series EPA 204 and EPA 213).**

**I'd like to simply use the rectangular white labels that our Mailroom carries- is this o.k., will it stay on the disk?**

I would like to simply do two things, but in the past I've heard from tech folk (outside the EPA) that these options might not be good for the disk:

1. **Use a Sharpie marker pen** (or, possibly an 'archival quality' marker) to label the non-data side of the disk.**ie** or 'archival' marker: In the past, (at other jobs), I have been told the marker ink can possibly interact with the disk. Today, our EPA tech staff told me: no, that won't happen/ it's o.k. to use a marker pen.
2. **Use a white, rectangular Avery label on the top side of the disk** (I have some that are **Avery #5963**, and some generic white rectangular labels from our mailroom). Do these ever get stuck in a laptop drive? I have been instructed, in the past, that laptops run hotter than computers and it's occasionally possible for labels to peel off into the inside of a laptop drive.

Is it necessary to use specifically the **"CD" labels** made by Avery and other companies? (that style of label is not carried by our Mail Room and it's a bit difficult for me to order in our Office of Water and Watershed because we don't have money in our supplies budget)...

I'm just double-checking with you, as we will theoretically have these disks on hand for 5 years (before they go to NARA).

I imagine I will eventually be labeling 20- 50 (permanent, original record) disks per year, as the use of electronic records picks up. Currently I have about 5-10 of this type of Original Record disks to label.

Thank you,

-Gail

Gail Livingstone

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US EPA- Region 10

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